

**SPECIAL MEETING OF THE  
OKLAHOMA WORKERS’ COMPENSATION COMMISSION**

Tuesday, September 28, 2021  
1:30 p.m.  
Commission Chambers, 2<sup>nd</sup> Floor  
1915 N. Stiles Ave.  
Oklahoma City, Oklahoma  
[www.wcc.ok.gov](http://www.wcc.ok.gov)

---

**AGENDA**

---

**CALL TO ORDER .....Chairman Jordan Russell**

**ROLL CALL .....Chairman Jordan Russell**

**Open Meeting Act Statement**

**THE FOLLOWING MATTERS ARE PRESENTED FOR CONSIDERATION AND VOTE TO APPROVE, DISAPPROVE, OR TAKE ANY OTHER ACTION CONSISTENT WITH THE COMMISSION’S AUTHORITY.**

1. **Opening Comments – Chairman Jordan Russell**
2. **Discussion and Possible Action on Minutes**

The drafted minutes of the August 25, 2021, Regular Meeting of the Commission will be considered for approval.

3. **Discussion and Possible Action of Consent Agenda for Travel Vouchers Currently Outstanding**

Title 85A O.S. § 23 states, [a]ny Commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission.” In accordance with this section, the Commission will consider a vote to approve the currently outstanding vouchers.

All travel vouchers listed within this Consent Agenda have been made available to each Commissioner prior to today’s meeting, are considered routine, and will be enacted by one motion of the Commission. If separate discussion is desired, that item may be removed from the Consent Agenda and voted upon separately.

**Possible Action:**

Possible action may include, but is not limited to: taking no action; approving some, all, or none of the vouchers listed in this Consent Agenda; or continuing the matter.

4. **Discussion and Consideration of Commission’s FY2023 Operating Budget Submission**

The Commission will discuss and consider approval of its FY2023 Operating Budget Submission, as proposed.

**Possible Action:**

Possible action may include, but is not limited to: taking no action, continuing the matter, approving, approving as amended, or not approving the Commission’s FY2023 Operating Budget, as proposed.

5. **Discussion and Possible Action to Approve Chairman’s Nomination of Commissioners to Serve as Presiding Appellate Officer and Commission Legislative Liaison**

In order to fulfill the Commission’s responsibility and duty to carry out the provisions of the AWCA pursuant to 85A O.S. § 19(A), Chairman Russell has nominated Commissioner Megan Tilly to serve as the Commission’s Presiding Appellate Officer and Commissioner Scott Biggs to serve as Commission Legislative Liaison.

The Appellate Officer’s duties shall include directing the scheduling of appeals pending for hearing and presiding over all appellate hearings before the Commission en banc.

The Commission Legislative Liaison’s duties shall include communicating with members of the Legislature or an employee of the Governor or Legislature on behalf of the Commission regarding the formulation, amendment, passage, veto, or approval of any legislation, rule, regulation, executive order or any other program, policy, or position of state government.

**Possible Action:**

Possible action may include, but is not limited to: taking no action, continuing the matter, approving the Chairman’s nomination of Commissioner Tilly to serve as Presiding Appellate Officer and Commissioner Biggs to serve as Commission Legislative Liaison.

6. **Discussion and Consideration of Commission Policies: WCC-11 –Family and Medical Leave Policy and WCC-14 –Workplace Violence and Anti-Bullying Policy**

The Commission will discuss and consider proposed changes to the following Commission policies:

- A. WCC-11 Family and Medical Leave Policy
- B. WCC-14 Workplace Violence and Anti-Bullying Policy

**Possible Action:**

Possible action includes: taking no action; continuing the matter; approving changes to WCC-11 and/or WCC-14 as presented; approving changes to WCC-11 and/or WCC-14 as modified in the meeting; or not approving changes to one or both of the policies.

7. **Discussion and Possible Action on Digital File Copy Fees under 85A O.S. § 119**

Title 85A O.S. § 119 requires persons requesting and receiving copies of documents on file with the Commission to pay a fee of \$1.00 for each page copied. With the implementation of the new CaseOK system, copies of documents may be obtained by paper copy or by a digital download copy. The Commission will discuss and consider the application of Section 119 to digital copies.

**Possible Action:**

Possible action may include: taking no action, continuing the matter, approving a file download fee under Section 119 as discussed, or taking other action consistent with the Commission's authority.

8. **Possible Executive Session Pursuant to 25 O.S. § 307(B)(1) to Discuss and Vote on the Salary, Duties, and Appointment of: a) Karen Clark as Docketing Clerk; b) Dana Esparza as Compliance Investigator/Commission Spanish Language Specialist; and c) Valerie Rossiter-Reed as Senior Docketing Clerk.**

- A. **Motion and vote to convene in Executive Session.**
- B. **Discussion in Executive Session.** The Commission will discuss only the topic stated in this agenda item.
- C. **Motion and vote to reconvene in Open Session.**
- D. **Motion and possible vote on any action items regarding the subjects of the proposed executive session.**

9. **Announcements**

**ADJOURNMENT.....Chairman Jordan Russell**